



## CONTRACTOR PERFORMANCE ASSESSMENT REPORT

Complete the contract information below and select a rating for each of the evaluation factors that apply. Performance Justification - ratings must be substantiated by a narrative that aligns with the Evaluation Rating Definitions guidelines. The justification should provide detail and specific examples in describing how the Contractor failed to meet, met or exceeded the objective requirements of the Performance Work Statement (PWS). A rating of Exceptional must include several detailed examples, as well as the benefit(s) provided to Government. If the ratings are not supported by adequate narratives, the CPARS form may be returned for additional information.

**GSA Control #:**

**Contractor: .**

**Project Title:**

**Period of Performance:**

**Complexity of Project:** ☐ Low ☐ Medium ☐ High

Evaluation Criteria	Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional
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### Quality of Product or Service

Assess quality of Contractor's product/service/technical performance.

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**Performance Rating Justification:**

### Schedules (Timeliness of Delivery)

Assess Task Order performance, Milestones, Delivery Schedules, & Admin Req.

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**Performance Rating Justification:**

### Cost Control (Not required for Firm Fixed Price)

Assess effective forecasting, managing and controlling of contract costs.

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**Performance Rating Justification:**

### Regulatory Compliance

Assess compliance with all terms and conditions in the contract/order relating to applicable regulations and codes.

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**Performance Rating Justification:**

Evaluation Criteria	Unsatisfactory	Marginal	Satisfactory	Very Good	Exceptional
<b>Management</b>					
Assess integration, coordination, resources and retention needed for contract execution. Also include support of PM and other Key Personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance Rating Justification:</b>					
<b>Variance (Contract to Date)</b>					
Current Cost Variance (%): Completion cost Variance (%): Current Schedule Variance (%): Completion Schedule Variance (%): (Earned Value Management applies for Cost or Incentive Contracts >\$20M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance Rating Justification:</b>					
<b>Utilization of Small Business</b>					
FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with Small Business Subcontracting Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance Rating Justification:</b>					
<b>Other Areas (Problem Solving etc.)</b>					
Assess unique or specific contract details that cannot be captured elsewhere on this form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Performance Rating Justification:</b>					
<b>Additional Comments:</b>					
<b>Rater Information</b>					
<b>Signature:</b>			<b>Date:</b>		
<b>Name:</b>					
<b>Title:</b>			<b>Organization:</b>		

## Evaluation Ratings Definitions (Excluding Utilization of Small Business)

Rating	Definition	Note
<b>Exceptional</b>	Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>Very Good</b>	Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.	To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.
<b>Satisfactory</b>	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
<b>Marginal</b>	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
<b>Unsatisfactory</b>	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).